

June 14, 2019

Via Electronic Mail

Ms. Emma Best

73667-66287412@requests.muckrock.com

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**RE: Freedom of Information Act Request
Reference Number 2019-13**

Dear Ms. Best:

This is in response to your Freedom of Information Act ("FOIA") request, dated May 21, 2019, requesting documents generated as part of the creation of the FOIA Office.

Attached are documents responsive to your request. Please be advised that due to LSC's Retention Policy, we only maintain records for a specified time period. LSC's FOIA website may assist you further with your search. The website is located at <https://www.lsc.gov/about-lsc/foia> and contains information regarding the FOIA Handbook, FOIA Appeal Opinion Letters (dating back to 1979), FOIA Reports and FOIA Electronic Reading Room.

If you are dissatisfied with this response, you may file an appeal within 90 days from the date of this letter. Please address your appeal to:

James J. Sandman, President
Legal Services Corporation
3333 K Street, N.W., 4th Floor
Washington, D.C. 20007

Both your letter and the envelope must be clearly marked "Freedom of Information Act Appeal" and include the assigned FOIA Reference Number 2019-13.

By filing an appeal, the agency is given an opportunity to review and reconsider your request and the agency's decision. If you would like to discuss our response before filing an appeal, you may contact our FOIA Public Liaison, Helen Guyton, at 202-295-1632 or email at guytonh@lsc.gov. The FOIA Public Liaison will attempt to assist you in resolving your dispute without going through the appeals process.

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If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman's Office, offers mediation services to assist in resolving disputes between FOIA requesters and Federal agencies.

The contact information for OGIS is:

National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road-OGIS
College Park, MD 20740-6001
ogis@nara.gov
202-741-5770
877-684-6448

Please contact me at (202) 295-1621 or duhartc@lsc.gov if you have any questions.

Sincerely,

Cheryl A. DuHart

Cheryl A. DuHart
FOIA Analyst